

Infinite Campus Training
8/23/2010

Login for sandbox:

https://campus.d181.org/campus/hinsdale_sandbox.jsp?status=login

Log in: same as computer log in unless your log in has fewer than 6 characters. If so, add 1s at the end to make 6 characters. (jkoh11)

Default Password: p@sswOrd - You will be prompted to change this the first time you log in.

Login for live site:

<http://campus.d181.org>

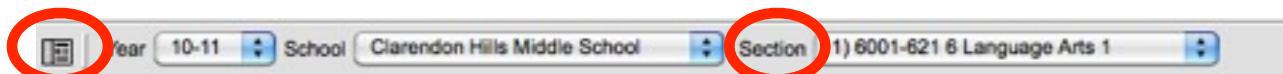
October 12 Institute Day - further training, including how to do Report Cards

1. Important Basics

- a. **Firefox works better than Safari.**
- b. Subs will not log into Infinite Campus.
- c. Click on the words not the icons in Infinite Campus.
- d. You can work either in live data or the sandbox.
 - **Do not be logged in to both the live site and the sandbox at the same time in the same browser. Infinite Campus will get confused.**
 - In the sandbox you can play around but you're working with live data. You can't mess anything up.
 - **You cannot move data from the sandbox to live data.**
 - Be sure to know if you are working in live data or the sandbox.
- e. There are three main sections of the Infinite Campus window.
 - Top tool bar
 - Index on the left. It's like Inspector.
 - Main frame, the main work area on the right
- f. **SAVE** - The SAVE icon is red if you haven't saved.
 - **If it's gray, I'm okay.**
 - **If it's red, I am dead.**
 - **If you get a save message and the Save icon is red, you must click Cancel. Return to the page and click Save before leaving that page.**

2. Top Tool Bar

- a. The box in the upper LH corner is a toggle switch to show/hide the outline index. If the index on the left disappears, just click on this icon.
- b. Section lets you switch classes



3. Administrative Outline, Left side of screen

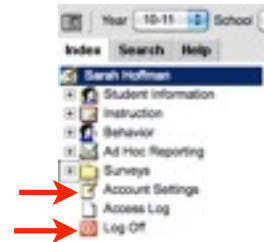
- a. Note the three tabs: Index/Search/Help
- b. Click on the + to expand the view in Index

4. **Account Settings (3rd from the bottom in the index)**

- a. Can change password here

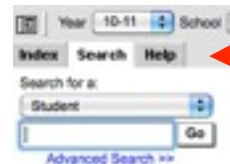
5. **Log Off (last item in index)**

- a. **It is imperative that you log off Infinite Campus before closing the browser for security reasons and server speed.**
- b. Infinite Campus automatically logs you off after 60 minutes.
- c. Multiple users can access the same student information at the same time.



6. **Search Tab - Ways to search for a student**

- a. Type beginning of the student's last name, just the first letter or letters.
 - No need to type entire last name
- b. Keep the search box empty and click Go to get a list of all students.
- c. To search by first name, type a comma and then the first letter or letters.
- d. Click on Advanced Search for many more search options.

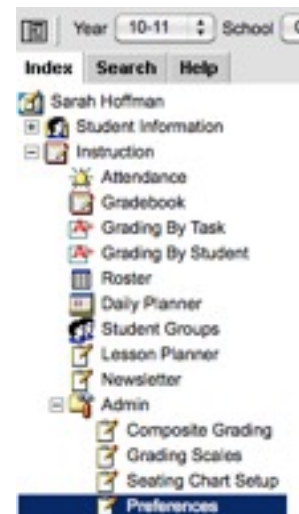
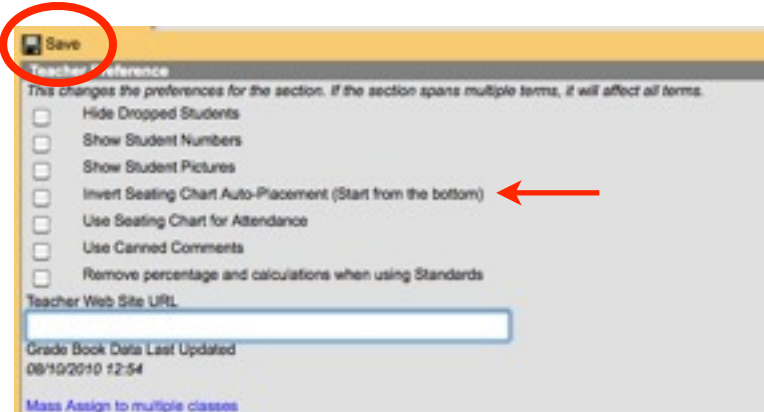


7. **Help Tab**

- a. Online, context sensitive help
- b. Help files are pdf files. You can save and print them.

8. **Preferences: Instruction>>Admin>>Preferences, Coach p. 8 & 9**

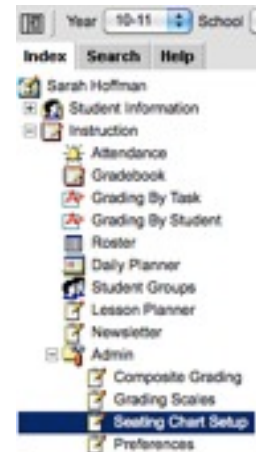
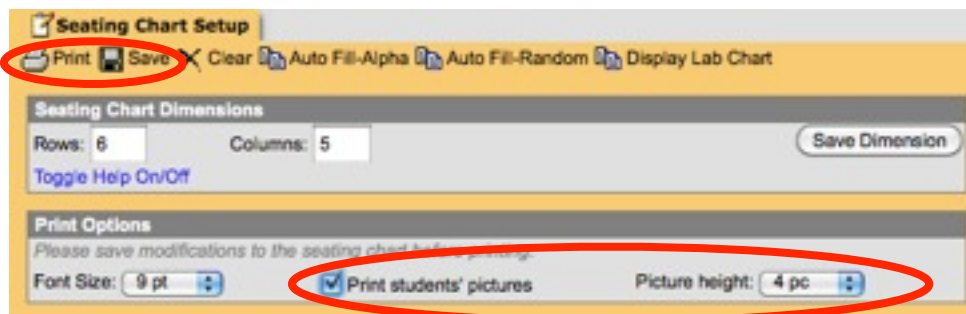
- a. See the Teacher Preferences below.
- b. **Be sure to save before leaving this screen.**



c. **Invert Seating Chart Auto-Placement (Start from the bottom)**

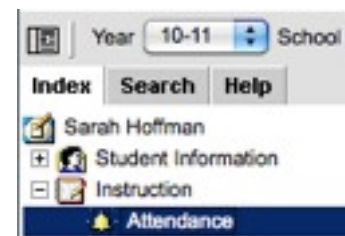
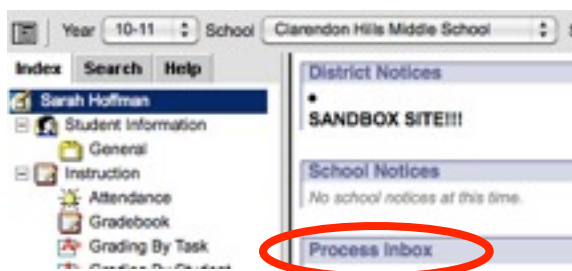
- Turn this on so seating chart is correctly oriented
- d. Can use Seating Chart for Attendance if you check this box
- e. Use Canned Comments
 - For report cards only
 - Have to have this turned on to use canned comments
- f. Teacher Web Site URL
 - When parents or students log in, it gives them a link to your website.
- g. Mass Assign to multiple classes
 - Click Check All box at top to apply to all classes or click next to the classes you want.
- h. **SAVE before leaving.**

9. Seating Chart Setup: Instruction>>Admin>>Seating Chart Setup, Coach, p. 10



- Note seating chart options
 - Auto Fill-Alpha
 - Auto Fill-Random
 - Keep clicking Auto Fill-Random if you don't like the results.
- Click in Print students' pictures if you want seating chart to include pictures. Select size.
- It won't let you put a student in two different seats at the same time.
- Can exclude seats
- You can switch students individually after choosing Random.
- Must Save before printing!**
- Printing
 - Opens a pdf file so you see what it will look like.
- For a seating chart that isn't rows and columns:
 - Use Exclude Seat to create the set up you want.
 - Can't do a perfect circle
 - Add rows and columns to get the design you want - at top under Seating Chart Dimension. Click on Save Dimension to get these settings.
- Display Lab Chart
 - This allows you to have a second seating chart.
 - Toggles with Display Standard Chart

10. Attendance: Instruction>>Attendance - Coach p. 7



- Click on Teacher Name
 - Process Inbox is where your attendance choices will be
 - Click on the appropriate choice
- Every elementary teacher has to take attendance AM, Lunch, & PM.**
- Default: every student is present

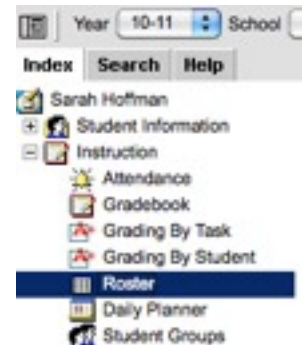
- d. Views for attendance
 - Alphabetical order
 - Seating chart - cannot put in comments
 - Lab chart - 2nd seating chart
- e. Be careful about comments. They are real time and can be seen by parents.
- f. Can show pictures in attendance if you have selected it in Preferences.
- g. **Hit save. It goes to office.**
- h. You will no longer see that attendance period.
 - If you need to make a change, go to Instruction>>Attendance and resubmit.
 - You can change your attendance only if the office hasn't finalized it.
- i. Teacher says if student is absent; the office determine the reason.
- j. The office can override what teacher does, but teacher cannot override the office.
- k. **Lunch attendance**
 - Process to be determined by individual buildings
 - Can use lunch attendance to say who goes home for lunch
 - Have to do lunch attendance separately from AM attendance

11. Roster: Instruction>>Roster - Coach p. 11

- a. Can print a class roster with addresses, phone numbers, and birthdays
- b. Can use as launch pad for details about students
 - Click on student's name to get details about individual students



- c. Number of tabs will vary by student
- d. Click on Map to locate house using Street View in Google maps
- e. Blue medical symbol at top if there is information teacher needs to know
 - Nurse determines how much you see
- f. There can also be a flag for legal issues



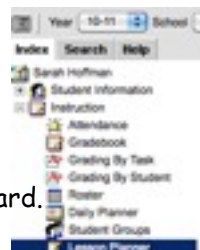
12. Grading by Task or Grading by Student: Instruction>>Grading by Task or Grading by Student

- a. **There will be training for entering grades on October 12.**
- b. Simple way to just enter final report card grade without using Gradebook.
- c. Teachers enter only final grades.
- d. Good option for primary teachers
- e. Grading by Task lets you give the same grade to all students with one click.
- f. Can add comments. Keep them short.
- g. To use canned comments, you have to set up in Teacher Preferences.



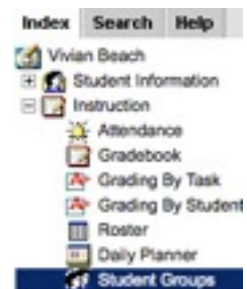
13. Lesson Planner for Elementary Teachers: Instruction>>Lesson Planner, Coach p. 17

- a. **If you are only doing final grades in Infinite Campus, you don't need to do this. See item 12 for how to do final grades only.**
- b. To have an assignment, you first need to make a New Standards Group.
 - The icon will be a yellow folder. This is a folder to record your grades for that standard.
 - Click on New Standards Group to create a folder such as Daily Work.



- Everything put in Assignment Detail is available to parents via portal if that is activated.
- c. Clicking on **New Assignment** brings up Assignment Detail window.

- Items in red are required.
- Name the assignment.
- Give it an abbreviation of up to 5 letters
- **Group**: select the name of the folder you created under New Standards Group.
- **Student Group**
 - First you have to create student groups: **Instruction**>>**Student Groups**
 - Create new groups by click on the +.
 - Use the drop box to put students in groups.
 - Students can only be in one group.
 - In lesson planner you can give assignments to specific groups.
- **Be sure to SAVE.**
- An activity is a non-graded assignment you want included.
 - Listed at bottom
 - Does not show in grade books
 - Shows in portal



- d. Click on each term in the box on the left and select the grading scale appropriate for your grade level in the Lesson Plan Preference. Don't leave it blank. This is really important.

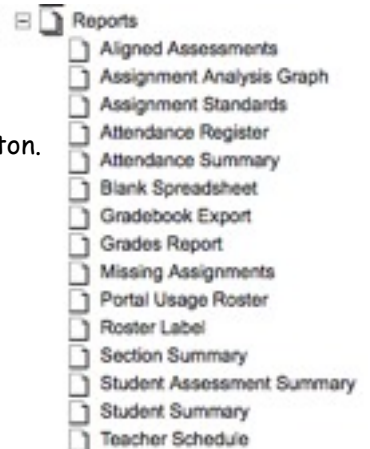
14. Gradebook for Elementary Teachers: Instruction>>Gradebook - Coach p. 27

- This is not required at the elementary level but is an option for those who want it.
- You cannot enter grades in Gradebook without having created a New Standards Group in the Lesson Planner.
- Your assignments will be listed on the top far right in gray.

- d. Colors Mean:
 - Yellow = Current grade
 - Green = Midterm/Final Grades (blank for most of term)
 - Gray - Gradebook where scores are entered
- e. **You can hide the averages in the center by clicking the "Hide Grade Totals" button.**
- f. Control Click in % area and click on New Assignment to make a quick assignment

15. Reports: Instruction > > Reports

- a. **Cannot damage data by printing reports**
- b. Can change parameters but cannot edit report
- c. Click on Generate Report.
 - Sometimes you have to scroll down to see the Generate Report button.
 - It opens in Preview and you can print it.
 - Cannot digitally edit the report.
- d. **Blank Spreadsheet**
 - Creates a class list in a spreadsheet.
 - It's a pdf file, so you can't edit it digitally.
- e. **Missing Assignments**
 - Prints one page per student
 - Only prints for students with missing assignments
- f. **Roster Labels**
 - Mailing Labels include address.
 - Student/Teacher prints only the student and the teacher name on each label.
 - This report has to print the teacher name. There's no way to edit that.



Useful Resources for Training:

<http://sites.google.com/site/infinitecampus75/> - short video tutorials

<http://www1.center.k12.mo.us/edtech/icampus/index.htm> - written explanations with screen shots
select by elementary/middle/high school

http://www.infinitecampus.com/pages/support_menu/university/teacher-power.php - short videos
produced by Infinite Campus on Teacher Tube

